

## JOB DESCRIPTION: ANIMAL CONTROL OFFICER

<b>Class No.:</b>	1301	<b>Department:</b>	Sheriff's Office
<b>Position No.</b>	560-	<b>EEOC Category:</b>	Protective Services
<b>Pay Group:</b>	17	<b>FLSA:</b>	Non-Exempt

### SUMMARY OF POSITION

Under the direct supervision of the Animal Control Supervisor, assists in the enforcement of all state laws and County ordinances pertaining to animal control and the control and eradication of rabies. This will include, but not be limited to, working with the public, impounding animals, investigating animal cruelty and animal bites, maintenance of the County Shelter, and the euthanasia and disposal of some animals.

### ORGANIZATIONAL RELATIONSHIPS

This position reports to the Animal Control Supervisor. This is a non-supervisory position that has frequent contact with the public, County Attorney's office, District Attorney's office, Justice of the Peace, and other agencies as cases warrant.

### ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include, but are not limited to, the following:

- Assist the Animal Control Supervisor with the implementation, administration, and enforcement of County ordinances and state laws adopted by the Texas Department of State Health Services establishing minimum standards of rabies control.
- Investigate animal bites, and ensure compliance with all state laws and County ordinance. This may include the euthanasia and head removal of a biting animal for testing purposes.
- Receive calls for service and deliver resolution for any valid complaints within jurisdiction.
- Impound animals, including dogs, injured or sick cats, livestock, and wildlife. Sometimes impoundment must be completed in unfriendly conditions.
- When necessary, issue citations to those in violation of County ordinance or state law.
- Assist Law Enforcement and Emergency Responders in the removal of animals from crime or accident scenes, possibly in adverse environments.
- Communicate with County Attorney's office, District Attorney's office, Justice of the Peace, and other agencies as cases warrant. This may also include testifying in court, application for warrants, and giving sworn statements.
- Maintain written records of all cases received. This will include the daily completion of reports of calls for service, and the records of animals which come into and/or leave the Shelter.
- Daily cleaning and feeding of all animals at the Guadalupe County Shelter. This will be done in accordance with instructions provided by the Animal Control Supervisor, and those required by State laws and guidelines. Maintain cleanliness of entire Animal Shelter, including office spaces, restrooms, and public areas.
- Perform euthanasia as necessary. This will be performed in accordance with state laws and guidelines.
- Must be available for shift and on-call work schedules, which will include some weekends and some holidays.
- All other duties as assigned by the Animal Control Supervisor, and or the Guadalupe County Sheriff.

Updated: April 18, 2016

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### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: The laws and regulations governing the impoundment and quarantine of animals, including livestock and wildlife. Continued employment will require the employee to obtain a Basic Animal Control Certification within six months of hire.

Skill/Ability to: Must be able to work successfully and safely to chase and apprehend animals. Must be able to communicate effectively both with co-workers and with the general public.

High school diploma or GED. Must be able to obtain a Basic Animal Control Certification within six months of hire. Experience in Animal Control or related field preferred but not required. Knowledge and experience in domestic animals, wildlife and livestock helpful. Must have valid Texas Driver's License and be insurable by the Guadalupe County insurance provider in order to operate County vehicles.

### **CERTIFICATES AND LICENSES REQUIRED**

Must be able to obtain Basic Animal Control Certification within six months of hire.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works in outside weather conditions, sometimes for prolonged periods. The employee will occasionally work in precarious places and will frequently be exposed to dangerous animals. There will also occasionally be the risk of exposure to blood-borne pathogens and/or other various hazards that will require immunization against such exposure.

The employee must be able to regularly lift and/or move up to 50 pounds, and occasionally lift and/or move up to 150 pounds.

### **OTHER REQUIREMENTS**

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

### **COMMENTS**

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

### **JOB DESCRIPTION FOR POSITION:**

**Animal Control Officer**

### **NOTICE:**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

This signed original will be placed in employee's Personnel File.